

**§ 1230.22 What are NARA inspection requirements for permanent and unscheduled microform records?**

(a) Agencies must inspect, or arrange to pay a contractor or NARA to inspect the following categories of microform records stored at the agency, at a commercial records storage facility, or at a NARA records center following the inspection requirements in paragraph (b) of this section:

- (1) Master films of permanent records microfilmed in order to dispose of the original records;
- (2) Master films of permanent records originally created on microfilm;
- (3) Other master films scheduled for transfer to the National Archives; and
- (4) Master films of unscheduled records.

(b) The films listed in paragraph (a) of this section must be inspected initially in accordance with ANSI/AIIM MS45–1990. All films must be inspected when they are 2 years old. After the initial 2-year inspection, unless there is a catastrophic event, the films must be inspected as follows until legal custody is transferred to the National Archives and Records Administration:

(1) For microfilm that is/was produced after 1990, inspect the microfilm every 5 years.

(2) For microfilm that was produced prior to 1990, inspect the microfilm every 2 years.

(c) To facilitate inspection, the agency must maintain an inventory of microfilm listing each microform series/publication by production date, producer, processor, format, and results of previous inspections.

(d) The elements of the inspection shall consist of:

- (1) An inspection for aging blemishes following ANSI/AIIM MS45–1990;
- (2) A rereading of resolution targets;
- (3) A remeasurement of density; and
- (4) A certification of the environmental conditions under which the microforms are stored, as specified in § 1230.20(a).

(e) The agency must prepare an inspection report, and send a copy to NARA in accordance with § 1230.28(b). The inspection report must contain:

- (1) A summary of the inspection findings, including:

- (i) A list of batches by year that includes the identification numbers of microfilm rolls and microfiche in each batch;

- (ii) The quantity of microforms inspected;

- (iii) An assessment of the overall condition of the microforms;

- (iv) A summary of any defects discovered, e.g., redox blemishes or base deformation; and

- (v) A summary of corrective action taken.

(2) A detailed inspection log created during the inspection that contains the following information:

- (i) A complete description of all records inspected (title; roll or fiche number or other unique identifier for each unit of film inspected; security classification, if any; and inclusive dates, names, or other data identifying the records on the unit of film);

- (ii) The date of inspection;

- (iii) The elements of inspection (see paragraph (a)(4) of this section);

- (iv) Any defects uncovered; and

- (v) The corrective action taken.

(f) If an inspection shows that a master microform is deteriorating, the agency must make a silver duplicate in accordance with § 1230.14 to replace the deteriorating master. The duplicate film will be subject to the inspection requirements (see § 1230.22) before transfer to a record center or to the National Archives.

(g) Inspection must be performed in an environmentally controlled area in accordance with ANSI/AIIM MS45–1990.

**§ 1230.24 What are NARA inspection requirements for temporary microform records?**

NARA recommends, but does not require, that agencies use the inspection by sampling procedures described in § 1230.22(a) and (b).

**§ 1230.26 What are the use restrictions for permanent and unscheduled microform records?**

(a) Do not use the silver gelatin original microform or duplicate silver gelatin microform of permanent or unscheduled records created in accordance with § 1230.14 of this part (archival microform) for reference purposes. Agencies must ensure that the archival microform remains clean and